

Useful Hints and tips – Data Entry

If you have forgotten your password use the **password retrieval** functionality. On your first log in set your **e-mail, question and response**. Use the link on the login screen

[Forgot Your Password?](#)

, you will then be presented with **Reset Password** screen

Reset Your Password

Fill out the form below to reset your password and regain access to the system.

User Name: Nurse3

Question:

Which building to you work in?

Answer:

[Reset Password](#)

Answer using the information you set up originally and you will be emailed a new, temporary password.

Use the **Page Indexer** at the bottom left of the screens to navigate between pages. Use of the **ALL** functionality displays all records



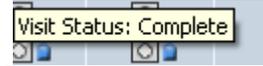
Use the **Patient Search** function to enter a patient number and quickly move to the Time and Events schedule for a specific patient



From the **Home** page use the controls at the foot of the page to move to a specific site, patient or visit



The mouse pointer will change to a hand  and information about the feature as you navigate a page will be displayed

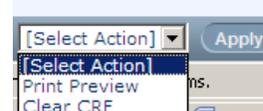


Hyperlinks (underlined text) in the Patient and Status column allow you to jump to the Time and Events schedule for a patient

To return to the previous form use either the arrow  in the top left hand corner of the form or the return button in the bottom right hand corner



Use the **eCRF Action** feature in the bottom left of the screen to clear or print the CRF



CAUTION – if you use this function on an 'Add Entry' form it will clear all the values.

If the form has not been submitted you can use the **Reset Values** icon  to erase the data entered

When answering a query use the **Data Values** page at the top of the Queries form to enter new or changed values  

Once a patient has been enrolled on a trial

Enrolled

✓

✓

you can only review the **System Screening** and **Enrolment** Forms

It may be helpful to set the order in which patients appear on the **Patients** screen if you are entering data directly into the trial database. Use the **Reorder Patients** icon in the top right hand corner



of the screen and use the buttons to re-order as appropriate

Select a patient and click the buttons to re-order in the list:

